

Approved

4.12.2011

Minutes of Planning Commission

March 8, 2011

Present: Todd Smallwood, Richard Mais, Marlene Quinn, Winnie Lewis, Susan Klein, Jack Smith

Absent: Lois Twilley

Others Present: None

Members of the Public Present: none

Subject: Comprehensive Plan Implementation

Meeting called to order 2:30 PM by Winnie Lewis.

Approve minutes of 2/8/2011 meeting.

Motion to approve – Richard Mais

Second – Marlene Quinn

Discussion – none

Vote: All in favor. Minutes approved.

Discussion and Possible Action

- **Draft Open Space Plan**

Members reviewed recommendations from the Parks and Recreation Advisory Group, the Environmental Committee, and the Cannon Street Park Task Force. Emphasis should be on preservation of open space and not development. A draft statement will be reviewed at the next meeting.

Liaison Reports

- Jack Smith (Growth & Seasonal Population) - nothing to report
- Richard Mais (Emergency Services) – nothing to report
- Winnie Lewis (Housing and items concerning Overlay and Pedestrian Plan) – nothing to report
- Lois Twilley (Recreation) –absent – no report
- Todd Smallwood (Safety) –Sidewalk Workshop is scheduled for Saturday, April 2, 2011 from 1-3PM. This is informational only; no decisions will be made at this meeting.
- Susan Klein (Environment) – reported on recent activities of the Environmental Committee
- Marlene Quinn (Zoning & Building and Green Building Standards) – nothing to report

Other Business

- **Marlene Quinn – “green businesses”**

Mrs. Quinn asked if businesses who are utilizing “green” technology should be recognized by the Planning Commission for their efforts. Membership believes that Town Council would be the appropriate party for extending recognition.

- **Todd Smallwood – “Complete the Streets”**

Town Manager Abbott responded to a request from the University of Delaware IPA regarding a “Complete Streets” policy for the Town. This is a survey of communities’ to support/implement the recommendations as proposed by the State Complete Streets policy. A copy of Executive Order 6 is attached to these minutes. Mr. Abbott’s response was deemed appropriate by the membership.

Next Meeting Date

Tuesday April 12, 2011 @2:30 PM – Second Tuesday of the month

Motion to adjourn – Jack Smith

Second – Richard Mais

All in favor

Meeting adjourned 3:00 PM

Agnes DiPietrantonio, Town Clerk

Executive Order Number Six - Creating a complete streets policy

April 24, 2009

TO: Heads Of All State Departments And Agencies

RE: Creating A Complete Streets Policy

WHEREAS, walking is the most fundamental mode of physical transportation; and

WHEREAS, bicycling promotes healthier lifestyles; and

WHEREAS, walking and bicycling are simple fitness activities that can prevent disease, improve physical health and assist in fostering mental well-being; and

WHEREAS, by walking and bicycling you help to reduce greenhouse gas emission by reducing the time you spend in your car; and

WHEREAS, my administration, along with the Delaware Department of Transportation, promotes the walkability and bicycle friendliness of communities through principles such as context sensitive design, mobility-friendly design, mixed-use and infill developments; and

WHEREAS, the Delaware Department of Transportation has developed user friendly design standards for pedestrian, bicycle, and transit facilities; and

WHEREAS, the Delaware Department of Transportation has the opportunity to create and improve transportation facilities for all users by implementing these principles and standards through its projects; and

WHEREAS, the Advisory Council on Pedestrian Awareness and Walkability and the Delaware Bicycle Council serve as advisors to the Delaware Department of Transportation; and

WHEREAS, a Complete Streets Policy means deliberately planning, designing, building, and maintaining streets for all modes of transportation;

NOW, THEREFORE, I, JACK A. MARKELL, by virtue of the authority vested in me as Governor of the State of Delaware, do hereby declare and order the following:

1. The Delaware Department of Transportation ("DelDOT") shall enhance its multi-modal initiative by creating a Complete Streets Policy that will promote safe access for all users, including pedestrians, bicyclists, motorists and bus riders of all ages to be able to safely move along and across the streets of Delaware;

2. The Delaware Bicycle Council, the Advisory Council on Pedestrian Awareness and Walkability, and the Elderly & Disabled Transit Advisory Council shall assist DelDOT with this endeavor;

3. A Complete Streets Policy should:

(1) Solidify DelDOT's objective of creating a comprehensive, integrated, connected transportation network that allows users to choose between different modes of transportation;

(2) Establish that any time DelDOT builds or maintains a roadway or bridge, the agency must whenever possible accommodate other methods of transportation.

(3) Focus not just on individual roads, but changing the decision-making and design process so that all users are considered in planning, designing, building, operating and maintaining all roadways;

(4) Recognize that all streets are different and user needs should be balanced in order to ensure that the solution will enhance the community;

(5) Apply to both new and retrofit projects, including planning, design, maintenance, and operations for the entire right-of-way;

(6) Ensure that any exemption to the Complete Streets Policy is specific and documented with supporting data that indicates the basis for the decision;

- (7) Direct the use of the latest and best design standards as they apply to bicycle, pedestrian, transit and highway facilities;
4. DelDOT, with the assistance of the advisory councils, shall create the Policy and deliver it the Governor for consideration no later than September 30, 2009.

From: O'Hanlon, Julia [mailto:jusmith@UDel.Edu]
Sent: Wednesday, March 02, 2011 11:30 AM
To: del-towns@UDel.Edu; mayors-mgrs@UDel.Edu
Cc: gwright@UDel.Edu; Claire Beck; Marcia Scott; B.J.; Eric Jacobson
Subject: Complete Streets Policies

Dear Delaware Municipal Leader,

The University of Delaware's Institute for Public Administration (IPA) is researching "best practice" examples of Delaware local governments that have implemented, or are in the process of implementing, the State of Delaware's Complete Streets Policy. According to the State's policy, the term Complete Streets means "a roadway that accommodates all travelers, particularly public transit users, bicyclists, pedestrians (including individuals of all ages and abilities), and motorists, to enable all travelers to use the roadway safely and efficiently" (HR 1443IH).

IPA would like to know whether your local government has adopted any of the following measures to support or implement Complete Street concepts (the term Complete Streets does not necessarily have to be used in the document):

- A resolution
- Provision(s) within a comprehensive plan or comprehensive plan update
- Ordinances, code amendments, and/or other regulatory tools

If your local government has adopted any measures in support of Complete Streets, can you please either:

- Send a hard copy of the provision(s) by mail, or fax to address below, **OR**
- Provide this information electronically via my e-mail address below

If you have any questions, or prefer to call to discuss the requested information, **please contact IPA Research Assistant Claire Beck at cbeck@udel.edu or (302) 831-6372.** Thank you for your help!

Complete Streets for Local Governments

The state of Delaware and the Delaware Department of Transportation (DelDOT) have recently enacted a "Complete Streets" policy that will apply to all state-maintained roads.

www.delDOT.gov/information/policies/06062014/complete_streets/006_complete_streets_policy.pdf

source image: Charlotte DOT

According to the National Complete Streets Coalition, "Complete streets are designed and operated to enable safe access for all users. Pedestrians, bicyclists, motorists and transit riders of all ages and abilities must be able to safely move along and across a complete street."

As part of its healthy communities initiative, the University of Delaware's Institute for Public Administration (IPA) would like to know what your local government or organization is doing to support the implementation of Complete Streets. Even if the term "Complete Streets" is not used, an organization can support it by including all modes and all users in policies and documents.

The implementation of Complete Streets is extremely important to the health and safety of our state's residents. Even though Delaware now has a statewide policy, our counties and municipalities still have an important role to play in ensuring that Complete Streets become commonplace throughout Delaware.

Has your organization:

- Passed a resolution supporting Complete Streets?
- Included Complete Streets provisions within a comprehensive plan or plan update?
- Included Complete Streets requirements/guidelines in ordinances, code amendments, or other regulatory tools?

If you could answer "yes" to any of the above questions, may an IPA staff person contact you about your Complete Street Initiatives?

☐ Yes ☐ No

Thank you for your feedback!

NAME _____ TITLE _____

ORGANIZATION _____

E-MAIL ADDRESS _____ PHONE NUMBER _____

If you would like to talk with an IPA staff person about your policies or have questions, comments, etc., please contact:

- BJ DeCoursey, IPA Policy Specialist (Planning Services), decourse@udel.edu / 302-831-4925
- Marcia Scott, IPA Associate Policy Scientist (Local Government Specialist), msscott@udel.edu / 302-831-0581
- Claire Beck, IPA Research Assistant (Planning Services), beck@udel.edu / 302-831-6372

For more information about IPA's healthy communities initiative, visit: www.ipa.udel.edu/healthyDEtoolkit

From : Win Abbott <wabbott@fenwickisland.org>

Mon Mar 7 2011 10:40:02 AM

Subject : FW: Complete Streets

To : 'todd smallwood' <toadboy66@yahoo.com>, PACING1@comcast.net

Todd & Winnie:

Please see below. I am waiting for a response from the University of Delaware coordinator for the Complete streets program..

Considering your Planning Commission "assignments" for Safety and the Pedestrian Improvements, I thought that this would interest you.

The Town certainly does not have to embrace every state policy initiative. In some cases, there is simply not a good "fit". In the case of Complete Streets, much of it refers to community design standards. When approving plans for new subdivisions, Complete Streets gives preference to street layouts that allow walking through a neighborhood to schools, etc. Some new neighborhood designs are full of cul-de-sacs, instead of through-streets. But this concern is not relevant to Fenwick Island because we have no new land to develop.

The Planning Commission and Council determine policy and the administration (Pat and I) implement it according to your direction. So I am OK with whatever is decided.

I listened to the whole Complete Streets presentation many months ago and did not think it was a good fit for our town. Just so that it does not appear that I "dropped the ball", though, you may wish to discuss the Planning Commissions' position on the matter at a future meeting.

You may be able to be "counted" as a supportive (compliant) community by simply adding a few sentences to the revised Comprehensive Plan. Then, you'll be on the Governor's "nice" list (like Santa's naughty and nice list) without actually changing much about the character of our community.

Just a suggestion....

Win

From: Win Abbott [mailto:wabbott@fenwickisland.org]

Sent: Monday, March 07, 2011 10:07 AM

To: 'cbeck@udel.edu'

Subject: Complete Streets

Importance: High

Ms. Beck:

I would like for the Town of Fenwick Island to be "counted" as a compliant municipality in the Complete Streets Initiative. We have challenges, though.

First, there are no sidewalks in our town.

Our 2007 Comprehensive Plan includes references to pedestrian and bicyclist safety within the chapter on Infrastructure. The featured capital improvement is sidewalks on both sides of Coastal Highway as detailed in a 2002 DelDOT Concept Plan. That plan has fallen off the Transportation Enhancement list -- but I resurrected the sidewalk component through an Economic Development grant opportunity. We paid an engineer to update the study and are actively engaging the public and DelDOT in the process, right now.

There are no schools in our town and there is no interest in sidewalks through the residential part of the community.

We have had a pedestrian safety information booth set up in the town park and on Bunting Avenue over the past couple of years. Bunting Avenue is highly-used for an exercise walk six months a year. Pedestrian symbols and direction arrows were stenciled onto that street last year.

The Comp Plan is soon to be updated. It could reference some Complete Streets policy initiatives. But the only place that has some degree of public support (not universal, by the way) is on Coastal Highway. That is controlled by DelDOT so the town is handicapped in its effort to achieve certain goals.